



INSTRUCTIONAL PACKAGE

COS 221
Facial Practice

Effective Term
2021/2022

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 2021/2022

COURSE PREFIX: COS 221

COURSE TITLE: Facial Practice I

CONTACT HOURS: 0 Lecture 6 Lab

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

Practical application of acquired skills is a necessary step to solidify the learning process for the Esthetician. This course gives the student the opportunity to use and increase their skills through public clinics that replicate a business atmosphere.

COURSE DESCRIPTION:

This course is an integration of massage and facial skills in a simulated salon environment.

PREREQUISITES/CO-REQUISITES:

(Credit level COS 151 Minimum Grade of C and Credit level COS 152 Minimum Grade of C and Credit level COS 156 Minimum Grade of C and Credit level COS 158 Minimum Grade of C and Credit level COS 157 Minimum Grade of C and Credit level COS 164 Minimum Grade of C) and (Credit level ENG 155 Minimum Grade of C or Credit level ENG 155 Minimum Grade of TC or Credit level ENG 101 Minimum Grade of C or Credit level ENG 101 Minimum Grade of TC or ACCUPLACER Reading Comp 056 or New ACCUPLACER Reading Comp 235 or COMPANION Reading 056 or Multiple Measures English 1 or Writing Sample ENG101 1 or WS ENG101 with Lab 1 or Writing Sample ENG155 1 or WS ENG155 with Lab 1 or SAT Critical Reading 380 or ACT Reading 14) and (Background Check Form 1)

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

Student will have State Board Fees for Written and Practical Exams.

2 – New Uniforms

New Esthetic Kits

2021-2022

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
MyHGTC and college email access.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

1. Explain the steps involved in preparing for and passing the licensing exam.
2. Perform the services of an esthetician.
3. Demonstrate client consults and scheduling.
4. Demonstrate How to Schedule Client Appointments
5. Perform Basic Office Procedures
6. Demonstrate proper Client Interaction
7. Perform Basic Facial Services
8. Perform Expanded Facial Services
9. Perform Facial and Body Waxing
10. Perform Body Treatments
11. Perform Treatment Room Setup and Cleanup
12. Dispensary Duty
13. Discuss the essentials of becoming test-wise.
14. Demonstrate effective techniques for writing a good resume.
15. Discuss methods for exploring the job market and researching potential employers.
16. Describe the different methods of compensation that are utilized in esthetics.

	Topic to be Reviewed	Assignments/Reading
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Week 1	<i>Standard Foundations</i> Chapter 8 Career Planning Lecture: Explain career planning. Review state board licensing examination process. Practical written exams. Discuss potential employers and networking.	Read Chapter 8 Career Planning 209-239 Workbook and MindTap
Week 2	Lecture: Resume and cover letter. Interviews.	Work on Workbook and MindTap Build resume and cover letter
Week 3	Chapter 9 On the Job Lecture: Describe expectations of moving from school to work. Summarize employment options in real world. Wage structures.	Read pages 241-266 MindTap and Workbook Test on Chapter 8 Workbook, MindTap, and Vocabulary due for Chapter 8
Week 4	Lecture: Employee evaluation. Money management. Repaying debts. Reporting income. Selling in the spa. Marketing. Rebooking clients.	Chapter 8 Vocabulary Workbook and MindTap Chapter 9 Vocabulary
Week 5	Chapter 10 The Beauty Business Lecture: Opening a business. Elements of a successful spa. Marketing for building a business. Types of business ownership. Importance of record keeping.	Read pages 269-297 Workbook, MindTap, and Vocabulary Chapter 9 Test MindTap, Workbook, Vocabulary Chapter 9 due
Week 6	Portfolio project Service menu, business card, mission statement, slogan, social media, client demographics, business name.	Work on portfolio project
Week 7	Portfolio project Service menu, business card, mission statement, slogan, social media, client demographics, business name.	Test on Chapter 10 Workbook, MindTap, Vocabulary Chapter 10 due
Week 8	Clinic	State Board review
Week 9	Clinic	State Board review
Week 10	Clinic	State Board review

Week 12	Clinic	State Board review
Week 13	Clinic	State Board review
Week 14	Clinic	State Board review
Week 15	State Board review Review for final	State Board review
Exam Week	Written and practical exam	

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

GENERAL EDUCATION OUTCOMES:

Please delete the section if this course is not part of the Gen Ed PLO assessment artifact process.

This course fulfills the following General Education Outcomes through the (list the appropriate assessment). Upon completion of this course, students will be able to:

(Check all that apply.)

- ☒ Communicate effectively;
- ☒ Think critically;
- ☒ Self and professional development.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Tests	20%
Assignments	20%
Projects/Portfolios	20%
Class Participation	20%
Final Exam	20%
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

GRADING SYSTEM:

Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, F= 69 and below..

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact

the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #2.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or

sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu